



TYPE II and III

Certificate of Appropriateness Application Package

**OFFICE OF PLANNING
ATLANTA URBAN DESIGN COMMISSION**
55 Trinity Avenue S.W., Suite 3350
Atlanta, Georgia 30303
(404) 330-6145

Updated December 6, 2010



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ATLANTA URBAN DESIGN COMMISSION
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Atlanta, Georgia 30303
(404) 330-6145

Certificate of Appropriateness Application Package

Step by Step Checklist

- ☐ **All new construction proposals** are encouraged to be preliminarily reviewed by Commission Staff prior to the deadline date to ensure the minimum regulations have been met. Please call the Atlanta Urban Design Commission office to schedule an appointment with Staff for a **preliminary review**.
- ☐ Review **CERTIFICATE OF APPROPRIATENESS PROCESS**.
- ☐ Review **Economic Incentives for Historic Preservation** to determine eligibility and to obtain contact information.
- ☐ Refer to the **Deadlines for Certificate of Appropriateness Applications** table for application deadline, sign posting deadline, and corresponding hearing date.
- ☐ All Applicants should **submit relevant** material to support their application (See application for details). The Commission may defer applications if materials are not sufficient to evaluate the proposal. All plans or revisions to original plans must be dated. All documents (including copies of plans) submitted for review will not be returned to the Applicant.
- ☐ All Applicants submitting a **Type II, Type III, Type IV**, or a **Review and Comment Application** to the Commission must provide two (2) to-scale sets of plans and twelve (12) sets of reduced plans (no larger than 11" X 17"). In addition, it will be necessary to submit 12 copies of any other materials the applicant would like the Commission to consider (i.e. photographs, project description, cover letter, etc.). All applicants submitting a **Variance Petition Addendum** must provide an electronic copy of the variance justification in Microsoft Word format.
- ☐ Submit a CD with no more than ten photographs, that document the current exterior conditions of the structure and site.
- ☐ Complete **Application** in full and return it to the Commission office with original signatures by the appropriate deadline date, including an original, notarized **Authorization by Property Owner**, if applicable.
- ☐ Read, sign and return the **Sign Posting Instructions** to the Commission staff and pick up the appropriate number of signs. Review **Neighborhood Contacts Form**.
- ☐ Post signs according to instructions before the sign posting deadline; return the original signed and notarized **Sign Posting Affidavit** to the Commission before your hearing date, or bring it with you to the hearing.
- ☐ The Commission Staff will publish the Agenda for your hearing date on the Urban Design Commission Website (<http://www.atlantaga.gov/government/urbandesign/meetings.aspx>).
- ☐ The Commission Staff will e-mail a **Staff Report** to you regarding your application prior to your hearing date. Review the Staff Report prior to the meeting. (This is the Staff's assessment of your project per the relevant regulations).
- ☐ At the Commission hearing you can make a **Presentation** about you proposal. While not required, you are strongly advised to attend the hearing to answer questions, etc.

Certificate of Appropriateness Process

A Certificate of Appropriateness must be issued by the Atlanta Urban Design Commission before a building permit can be issued for changes to the exterior of any individually designated building, or any building in a designated district.

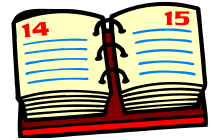
Step One:

Obtain appropriate application materials from the Atlanta Urban Design Commission and check the deadline schedule to determine important dates and deadlines for your application.



Step Two:

Submit completed application, with original signatures, and all supplemental material by the appropriate deadline.



Step Four:

The Commission meets on the 2nd and 4th Wednesday of every month at 4:00 p.m. in City Council Chambers. The Commission is comprised of 11 city residents, each with a required professional background and appointed by the Mayor and the City Council. Consult the deadline schedule for the hearing date that corresponds to your application deadline.



Step Three:

The Commission Staff will distribute copies of the Applicant's application materials to the Commission members for review. The Commission Staff will also prepare a Staff Report to review the application for compliance with appropriate ordinances and other regulations specific to your application. Copies of this report are given to Commission members, e-mailed to the Applicant, and made available to the public prior to the meeting.

Step Five:

At the Commission meeting, each Applicant will have ten minutes to present his or her application. Anyone opposing the proposed work will also have ten minutes to make a presentation to the Commission. Commission members may ask questions of the applicant and other parties. The Commission will decide to approve your application, approve your application with conditions, defer your application or deny your application. Applications for the demolition of a building or site may require further procedures.



Step Six:

If approved for a Certificate Appropriateness, the Applicant must bring the final sets of construction drawings required by the Bureau of Buildings to have them stamped by Commission Staff and to receive a copy of the Certificate of Appropriateness. You then proceed to file for the building permit. Additional documentation may be required; please contact the appropriate City agencies for their required documents.

If deferred, the Applicant will be required to submit updated plans and information to be considered at the Commission meeting to which the application is deferred.

If denied, the Applicant will be unable to obtain a building permit. You may submit a revised application, taking into account the commission's objections to the proposed work or file an **APPEAL** in the appropriate Superior Court within 30 days on the



2011 DEADLINES FOR CERTIFICATE OF APPROPRIATENESS APPLICATIONS

Application Deadline	Type II Sign Posting Deadline	Type III, IV & Variance Sign Posting Deadline	Hearing Date
December 21(2010)	January 5	December 28 (2010)	January 12
January 4	January 19	January 11	January 26
January 18	February 2	January 25	February 9
February 1	February 16	February 8	February 23
February 15	March 2	February 22	March 9
March 1	March 16	March 8	March 23
March 22	April 6	March 29	April 13
April 5	April 20	April 12	April 27
April 19	May 4	April 26	May 11
May 3	May 18	May 10	May 25
May 17	June 1	May 24	June 8
May 31	June 15	June 7	June 22
June 21	July 6	June 28	July 13
July 5	July 20	July 12	July 27
July 19	August 3	July 26	August 10
August 2	August 17	August 9	August 24
August 23	September 7	August 30	September 14
September 6	September 21	September 13	September 28
September 20	October 5	September 27	October 12
October 4	October 19	October 11	October 26
October 18	November 2	October 25	November 9
November 8	November 21	November 13	* November 28
November 22	December 7	November 29	December 14

*Please note November 28th is a Monday meeting.

Atlanta Urban Design Commission (AUDC)

The hours that the UDC office will accept applications for all types of Certificates of Appropriateness are as follows:

Monday: 8:30 am to 1:00 pm
Tuesday: 8:30 am to 2:00 pm
Wednesday: 8:30 am to 2:00 pm
Thursday: 8:30 am to 2:00 pm
Friday: No applications are accepted.

Urban Design Commission Fee Schedule

(Fees are paid when the application is submitted. The fees are non-refundable)

Type I Certificate of Appropriateness	\$10.00
Type II Certificate of Appropriateness (Staff review only)	\$10.00
Type II Certificate of Appropriateness (Commission decision)	\$100.00
Type III Certificate of Appropriateness (Additions only)	\$100.00
Type III Certificate of Appropriateness (New principal structure)	\$200.00
Type IV Certificate of Appropriateness (Threat to public health and safety)	\$100.00
Type IV Certificate of Appropriateness (Lack of reasonable economic return)	\$200.00
Court Reporter is required for a Type IV Application Due to Unreasonable Economic Return	At cost and hired by Applicant
Bureau of Planning reviews (included in Bureau of Planning application fee)	
Subdivisions/Consolidations governed by Commission	\$100.00
Variances (in addition to standard application fees above)	\$100.00
National Register Nominations	No Charge
Review and Comments	No Charge



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Application# _____

Date Accepted _____

Authorization by Property Owner

(Required only if the applicant is not the owner of the property subject to the proposed application)

I, _____ (OWNER'S NAME) SWEAR AND AFFIRM THAT I AM THE
OWNER OF THE PROPERTY AT _____ (PROPERTY ADDRESS).
AS SHOWN IN THE RECORDS OF _____ COUNTY, GEORGIA, WHICH IS THE SUBJECT
MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO FILE THIS
APPLICATION AS MY AGENT.

NAME OF APPLICANT:

LAST NAME _____ FIRST NAME _____

ADDRESS _____ SUITE _____

CITY _____ STATE _____ ZIP CODE _____

OWNER'S TELEPHONE NUMBER:

AREA CODE () NUMBER _____ - _____

SIGNATURE OF OWNER

PRINT NAME OF OWNER

PERSONALLY APPEARED BEFORE ME THE ABOVE NAMES, WHO SWEARS THAT THE INFORMATION
CONTAINED IN THIS AUTHORIZATION IS TRUE AND CORRECT TO THE BEST KNOWLEDGE AND BELIEF.

NOTARY PUBLIC

DATE



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Application# _____

Date Accepted _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Applicant's Name _____

Applicant's address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ E-Mail _____

DESCRIPTION OF PROPERTY:

Property Address _____

Type of Application (Please check one of the following):

☐ **Type II Certificate of Appropriateness** - Any minor alterations to an existing structure or site. Examples of minor alterations include new siding, windows, dormers, porch renovations, site work, etc.

☐ **Type III Certificate of Appropriateness** - New principal structures and major alterations to existing structures. Examples of projects requiring a Type III include new principal structures, additions and variances.

Additional Information (Please check any that apply):

☐ Property is located in the Beltline. ☐ Property is located in an SPI, LW, MR, MRC or NC District.

DESCRIPTION OF PROJECT:

Describe clearly and in detail **ALL** new construction, alterations, repairs or other changes to the exterior appearance or site proposed for property under consideration. (Use additional pages as necessary).

DOCUMENTS REQUIRED FOR A TYPE II CERTIFICATE OF APPROPRIATENESS:

- ☐ Electronic copies of photographs of all facades, including the roof and foundation (even if the work is to be done on one side of the building).
- ☐ Photographs of area where the work is to be performed (for example: windows, doors, chimneys, porch, siding, etc.).
- ☐ Architectural drawings, detailed and dimensioned, showing both existing elevations and the proposed changes to those elevations.
- ☐ Floor plan, if the proposed alteration includes an addition or enclosure / new installation of windows/doors.
- ☐ Site plan must show dimensioned property lines and setbacks if your project is an addition, deck, fence or wall, driveway or other.
- ☐ Details on exterior materials, such as manufacturer's specification pamphlets for windows, siding material, etc.

DOCUMENTS REQUIRED FOR A TYPE III CERTIFICATE OF APPROPRIATENESS:

- ☐ Electronic copies of photographs of all facades, including the roof and foundation (even if the work is to be done on one side of the building).
- ☐ Architectural drawings, detailed and dimensioned, showing proposed elevations.
- ☐ Floor plan, showing location of windows, exterior doors, walls, and rough kitchen and bath layout, etc.
- ☐ Site plan must show dimensioned property lines, setbacks, location of building, deck, fence or wall, garage, driveway, etc.
- ☐ Dimensioned, detail drawings of porch railings, window and door trim, fascia/eaves, etc.
- ☐ Details on exterior materials, such as manufacturer's specification pamphlets for windows, siding material, etc.
- ☐ Comparison analysis information. See comparison analysis requirements and compatibility rule information on next page.

I HEREBY AUTHORIZE THE STAFF AND MEMBERS OF THE ATLANTA URBAN DESIGN COMMISSION TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE AND SAY THAT ALL STATEMENTS HEREIN AND ATTACHED STATEMENTS SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT OR AGENT FOR APPLICANT

DOUG YOUNG, EXECUTIVE DIRECTOR

Comparison Analysis Requirements: See Individual Regulations For More Specific Information

District	Atkins Park	Adair Park	Castleberry Hill	Cabbagetown	Grant Park	Inman Park	Martin Luther King, Jr.	Oakland City	West End	Whittier Mill
Front Yard Setback	x	x		x	x	x	x	x	x	x
Side Yard Setback	x			x		x	x	x		x
Rear yard Setback				x		x	x			
Half Depth Front Yard		x							x	
Lot Coverage							Subarea 1			
Building Height	x	x		x		x	x	x	x	x
Shape and Pitch of Roofs	x	x	x	x		x		x	x	x
First Floor Height				x		x		x		
Openings	x	x	x	x	x	x		x	x	x
Building Width	x		x	x		x		x		
Building Materials	x	x	x	x	x	x		x	x	
Front Porch Characteristics		x		x		x		x		x
Fences & Walls						x		x		
Sidewalks	x			x		x				
Side by Side Driveway								x		
Subdivisions	x		x	x		x			x	x
Aggregations	x		x	x		x			x	x

Compatibility Rule Definitions:

Atkins Park- “The element in question (roof form, architectural trim, etc.) shall match that which predominates on the contributing buildings of the same block face or, where quantifiable (i.e., buildings height and width as measured at front facade, floor height, lot dimensions, etc.), no smaller than the smallest or larger than the largest such dimension of the contributing buildings of the same block face.”

Adair Park, West End and Whittier Mill- “The element in question shall, such as roof form and architectural trim, shall substantially match that which predominates on the block; when elements are quantifiable, such as building height or floor height, they shall equal the statistical average of all like elements of all structures of like use in that block.”

Grant Park-There is no compatibility rule. Please refer to specific regulations to get the appropriate comparisons.

Inman Park and Oakland City- “Where quantifiable (i.e. building height, setback, etc.), the element or building characteristic in question shall be no less than the smallest such element or building characteristic of buildings or site layouts in that block face that characterizes such like contributing buildings and shall be internally consistent with the historic design of the structure and shall be no greater than the greatest such element or building characteristic of buildings or site layouts in that block face that characterizes such like contributing buildings or site layouts and shall be internally consistent with the historic design of the structure. Where not quantifiable (roof form, architectural trim, etc.) it shall be compatible with that which predominates in contributing structures on that block face and shall be internally consistent with the historic design of the structure.”

Martin Luther King, Jr.- “The element in question, such as (roof form, architectural trim, etc.) shall match that which predominates on the block; or where quantitative, (i.e. building height or setback), the average of all structures of like use in that block shall be adhered to.”

Cabbagetown- “The element in question (roof form, architectural trim, etc.) shall match that which predominates on the contributing buildings of the same architectural style and like use on that block face or, where quantifiable (i.e., building height and width as measured at front façade, floor height, lot dimension, etc), no smaller than the smallest or larger than the largest such dimension of the contributing buildings of the same architectural style and like use in that same block face.”



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Application# _____

Date Accepted _____

Notice to Applicants

Concerning Certificates of Appropriateness

The applicant is hereby notified that the Atlanta Urban Design Commission (AUDC) only reviews the elevations and site plans for the purposes of compliance with the regulations of the district where the structure is located or to be located and that it is the applicant's duty to ensure that all plans for the project will coordinate to achieve a finished product that complies with the elevations and site plan. The review is for the purpose of determining compliance with those sections of the Zoning Code applying to the district where the project is located or to be located.

It is the applicant's duty to ensure that all drawings or plans, that may be required for further permitting of the actual construction of the project, will result in a finished project that complies with the elevations and site plan on which the Certificate of Appropriateness was granted. The applicant is further notified that neither the Bureau of Buildings nor any other City of Atlanta agencies that review any other part of the overall project plans for compliance to building codes, zoning codes, tree preservation, riparian buffers, drainage and sewer or any other regulation in effect at the time of plan review have the authority to approve any changes to the exterior appearance or site plan regulated by the AUDC. It is the responsibility of the applicant to ensure that any changes required, requested, or allowed by any City agency during the plan approval stage of the building permit process will not alter the exterior appearance of any structure or cause the relocation, rearrangement and/or reorientation of any feature of the site plan. Therefore, it is important for the applicant to be aware that even changes which may be in compliance with other codes, including but not limited to, an increase to the height of the structure whether resulting from changes to the foundation or the framing plan, alterations to the interior layout of the structure that affect the location or size of exterior doors or windows, or changes to the framing plan for the roof, may affect the exterior appearance in a manner which could cause the finished structure to be out of compliance with the elevations approved by the AUDC.

It is also the responsibility of the applicant to ensure that any changes made on site during the construction of the project, regardless of whether such changes are approved by a City inspector, or representative of another City agency as being in compliance with the building codes or other applicable codes, do not result in a change to the appearance of the exterior of the structure or site plan. The applicant is further put on notice that the location of any feature specified on the site plan is not to be changed from that which is specified on the site plan approved by the AUDC, including without limitation, any such changes that might affect setbacks, the orientation of all structures on the lot, including accessory buildings or the location and size of driveways, walkways, and parking pads or spaces. It shall be the responsibility of the applicant to ensure that all plans for the project, however and by whoever approved, result in a final product that is consistent with the site plan and elevations approved by the AUDC. It shall be the responsibility of the applicant, not the AUDC, to monitor the project for compliance to the approved elevations and site plan. The Historic Preservation Ordinance provides a process under which changes to approved plans may be allowed upon application to the AUDC, however such approval is not guaranteed and the applicant is hereby notified that such changes are based on district regulations not on the fact that hardship, financial or otherwise, may result. The duty to adequately monitor the project to ensure compliance to approved plans shall at all times be on the applicant, who assumes all risk of loss, financial or otherwise, from enforcement actions that result from the failure to comply with the plans approved by the AUDC.

The applicant acknowledges that relief from any stop work order or other enforcement action, whether resulting from action taken by the AUDC, the Bureau of Buildings staff or by the staff of any other City agency, must be appealed within the time and in the manner provided by the City Code.

The applicant further acknowledges that the decision to apply to the AUDC for permission to change the approved plans is not an appeal of the stop work order to the BZA. The applicant acknowledges that the choice to utilize one or both administrative processes rests solely with them and shall be made in compliance with the Code of Ordinances. The applicant further acknowledges that no written or oral representation of any City officer, employee, agent or elected official can waive or modify the City Code.

Applicant's Signature _____

Applicant's Name Printed _____



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Economic Incentives for Historic Preservation

Landmark Historic Property Tax Abatement Program

The owner of an income-producing building, which is listed in the National or Georgia Register of Historic Places and has been designated by the City of Atlanta as a Landmark Building or a contributing building in a Landmark District, may obtain preferential property tax treatment. The building must be in standard condition. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market value of the building and up to two acres of land surrounding it, is frozen for eight years at the level existing at the time of application and certification. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. The application for this tax freeze must be filed with the county tax assessor's office by December 31st of the year before the freeze will go into effect. For further information, contact Doug Young, Atlanta Urban Design Commission, 55 Trinity Avenue, SW, Suite 3400, Atlanta, Georgia 30335-0331 (404-330-6200) or dyoung@atlantaga.gov.

Rehabilitated Historic Property Tax Abatement Program

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and has undergone a major rehabilitation initiated after January 1, 1989, may obtain preferential property tax treatment. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market value is frozen at the pre-rehabilitation level for a period of eight years. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. Qualifying rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have increased the fair market value of the building by not less than 50% for owner-occupied residential real property, or not less than 100% for income-producing real property. The application for this tax freeze must be filed by December 31st of the year before the freeze will go into effect. For further information, contact Ced Dolder, Tax Incentives Coordinator, at the Georgia Department of Natural Resources, Historic Preservation Division, 34 Peachtree Street, NW, Suite 1600, Atlanta, Georgia 30303-2316 (404-651-5567) or ced_dolder@dnr.state.ga.us.

Federal Income Tax Credit Program

If a property is listed in the National Register of Historic Places, the owner or long-term lessee of an income-producing property is entitled to an investment tax credit of up to 20% of the qualified rehabilitation expenses of a substantial rehabilitation performed in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. All buildings, sites and districts designated by the City of Atlanta are required to meet the criteria for listing in the National Register of Historic Places. For further information, contact the Georgia Department of Natural Resources at the address, telephone number, and email above.

State Income Tax Credit Program

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and is planning to start a substantial rehabilitation on or after January 1, 2004, is eligible to apply for the credit. The program provides property owners of historic properties who complete a Department of Natural Resources-approved rehabilitation the opportunity to take 10% of the rehabilitation expenditures as a state income tax credit up to \$5,000. If the home is located in a target area, the credit may be equal to 15% of the rehabilitation expenditures up to \$5,000 and for any other certified structure; the credit may be equal to 20% of rehabilitation expenses up to \$5,000. Department of Natural Resources-approved rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have qualified rehabilitation expenses that exceed the lesser of \$25,000 or 50% of the adjusted basis of a historic home used as a principal residence, \$5,000 for a historic home used as a principal residence in a target area, or the greater of \$5,000 or the adjusted basis of the building for any other certified historic structure. Further, at least 5% of the qualified rehabilitation expenses must be allocated to work completed on the exterior of the structure. For further information, contact the Georgia Department of Natural Resources at the address, telephone number, and email above.

City/County Urban Enterprise Zone Tax Abatement Program

Ad valorem property tax exemptions covering a ten-year period can be obtained by owners of qualifying historic multi-family and non-residential structures located in urban enterprise zone eligible areas. There is no minimum acreage requirement for proposed zones. Tax abatements are also available for commercial, industrial, and mixed-use properties. For housing urban enterprise zones, structures suitable for rehabilitation/renovation must provide a minimum of four multi-family housing units. For further information, contact Garnett Brown, the Urban Enterprise Zone Administrator at the Atlanta Bureau of Planning, 55 Trinity Avenue SW, Suite 3350, Atlanta, Georgia 30303-3520 (404-330-6145) or gbrown@atlantaga.gov.

Development Impact Fee Exemption

The owner of a city-designated Landmark Building or a contributing in a Landmark District, which will undergo a rehabilitation or conversion, may obtain a 100% exemption from the payment of Development Impact Fees for building permits associated with the rehabilitation/conversion project. Such an exemption must be obtained prior to the issuance of a Building Permit. For further information, contact Mary Miller, Atlanta Bureau of Buildings, 55 Trinity Avenue SW, Suite 3900, Atlanta, Georgia 30303-3520 (404-330-6691) or mamiller@atlantaga.gov.

Façade Easements

A preservation easement is a legally enforceable commitment by a property owner to preserve the facades of a historic structure so that its exterior architectural features remain unchanged in perpetuity. Properties must be National Register-eligible structures. Federal and State income tax deductions can be taken as well as the possibility of other tax advantages related to a property's decrease in value as a result of an easement donation. For further information, contact Easements Atlanta, Inc. c/o the Atlanta Preservation Center, 327 St. Paul Avenue, SE, Atlanta, Georgia 30312 (404-688-3353) or www.preserveatlanta.com.

Transfer of Development Rights (TDR)

See Section 16-28.023 of the Code of Ordinances of the City of Atlanta for information.



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Neighborhood Contacts

While it is generally not a requirement of the Applicant to contact the neighborhood, or meet with a neighborhood committee, the Urban Design Commission strongly encourages you to do so prior to the submission of the application.

<p><u>Adair Park Historic District</u> Adair Park Today Jeanne Mills, (404) 753-6265 or 765 Catherine St., Atlanta, GA 30310 Derrick Duckworth (404) 755-1596 or dlduckworth@gmail.com</p> <p><i>Meets 1st Tuesday of each month*</i></p>	<p><u>Grant Park Historic District</u> Grant Park Neighborhood Association Paul Simo, GPNA Historic Committee Chair (404)-788-5659 or preservision@yahoo.com (404) 234-2853 or PaulZucca@aol.com</p> <p><i>Meets 1st Tuesday of each month*</i></p>
<p><u>Atkins Park Historic District</u> Atkins Park Neighborhood Association Marilyn Morton, Chair, Historic Preservation Committee (404) 815-6798 or mortmari@aol.com</p> <p><i>*Meets bi-monthly</i></p>	<p><u>Inman Park Historic District</u> Inman Park Neighborhood Association Adam Stillman, V P Historic Preservation Committee (770) 330-3389 or apstillman@gmail.com</p> <p><i>Meets 3rd Wednesday of each month*</i></p>
<p><u>Brookwood Hills Conservation District</u> Brookwood Hills Community Club Civic Org. Joe Gardner, Chair, Zoning Committee (404) 522-8805, Ext. 228 or jgardner@gssjtj.com</p> <p><i>Meets 1st Monday of each month*</i></p>	<p><u>Martin Luther King, Jr., Landmark District</u> Historic District Development Corporation Sheila Kelly (404) 215-9095 or info@hddc.net</p> <p><i>*</i></p>
<p><u>Cabbagetown Landmark District</u> Cabbagetown Neighborhood Improvement Association Mark Rosenbaum, Chair, Preservation Committee rosenbaumm@comcast.net or hp@cabbagetown.com</p> <p><i>Meets 1st Monday and 2nd Tuesday of each month*</i></p>	<p><u>Oakland City Historic District</u> Oakland City Community Organization Henry E. Roque, President (404) 942-7363 or roqueh@netzero.net</p> <p><i>Meets 2nd Saturday of each month*</i></p>
<p><u>Castleberry Hill Landmark District</u> Castleberry Hill Neighborhood Association Calvin Lockwood, Chair, Land-use / Zoning Committee (404) 221-0201 or calvin@calvinlockwood.com</p> <p><i>Meets 3rd Monday of each month*</i></p>	<p><u>West End Historic District</u> West End Neighborhood Development, Inc. Handy Johnson (404) 656-6540 or handyj46@yahoo.com</p> <p><i>Meets 1st Tuesday of each month*</i></p>
<p><u>Druid Hills Landmark District</u> Druid Hills Civic Association Alida Silverman, Chair, Historic Preservation Committee (404) 377-9621 or alidasilverman@mac.com</p> <p><i>Meets 3rd Wednesday of each month*</i></p>	<p><u>Whittier Mill Historic District</u> Whittier Mill Village Neighborhood Association Chris Hannah 2052 Butler Way, Atlanta, GA 30318 (404) 401-8830 or christopher.hannah@cox.com</p> <p><i>Meets 3rd Thursday of each month*</i></p>

*Please confirm meeting date(s) and procedures with District contact.

Updated as of 08/02/2010



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Application# _____

Date Accepted _____

Type II & III Certificates of Appropriateness Sign Posting Instructions

Notice of Hearings: Per Section 16-20.008(b)(4) and Section 16-20.008(c)(2) of the City of Atlanta Land Development Code, as amended, prior to any meeting of the commission at which an application for a Type II or Type III Certificate of Appropriateness shall be considered, the following form of notice is required.

Type II Applications

A sign shall be posted on each property for which an application for certificate of appropriateness is made to the commission. Such sign shall be posted in a conspicuous place on the property, shall be at least six (6) square feet in area, and shall be posted at least one (1) week prior to the meeting of the commission at which the application will be considered. Said sign shall state the date, time, place, and purpose of the hearing which will be held by the commission.

Type III Applications

The director shall cause the property involved in the proposed change to be posted at least 15 days prior to the hearing. Such posting shall be in a conspicuous place on the property, by a sign or signs (as provided below) not less than six (6) square feet in area, bearing information as to the time, date, and place of the hearing and the nature of the proposed change.

One such sign shall be placed adjacent to each street the property abuts.

Do not mutilate, remove, modify, or relocate the sign posting(s).

INSTRUCTIONS:

Your application will be placed on the Meeting Agenda for _____, therefore, your sign must be posted by _____ and must remain posted until the day after the meeting.

If the item is deferred, the sign must remain posted until the day after the meeting, at which a decision has been made by the Urban Design Commission.

*As the applicant (application number _____), I acknowledge having received these instructions for **Type II, III or IV** Certificates of Appropriateness Sign Posting.*

Printed Name

Signature

Date



OFFICE OF PLANNING
ATLANTA URBAN DESIGN COMMISSION
55 Trinity Avenue S.W., Suite 3350
Atlanta, Georgia 30303
(404) 330-6145

Application# _____

Date Accepted _____

SIGN POSTING AFFIDAVIT

SIGN POSTED ON THIS DATE: _____

NAME OF APPLICANT: _____

PROPERTY LOCATION: _____

LOCATION OF SIGN(S) POSTED: _____

SIGN COPY

“HEARING FOR APPLICATION WILL BE HELD ON _____ BY THE CITY OF ATLANTA URBAN DESIGN COMMISSION AT 4:00 pm, 2ND FLOOR, CITY COUNCIL CHAMBERS, CITY HALL-SOUTH BUILDING, AT 55 TRINITY AVENUE, ATLANTA, GEORGIA. “

I SWEAR THAT ON THE ABOVE DATE, I PERSONALLY POSTED IN THE MOST CONSPICUOUS PLACE POSSIBLE ON THE PREMISES AFFECTED BY THIS APPLICATION, SIGNS AS INDICATED ABOVE.

APPLICANT'S SIGNATURE

PERSONALLY APPEARED BEFORE ME THE ABOVE NAMES, WHO SWEARS THAT THE INFORMATION CONTAINED IN THIS AFFIDAVIT IS TRUE AND CORRECT TO THE BEST KNOWLEDGE AND BELIEF.

NOTARY PUBLIC

DATE

Affidavit must be received by the Atlanta Urban Design Commission no later than your hearing date. If the Affidavit is not received, your case will not be heard. Faxed or regular copies of the sign posting affidavit will not be accepted.